



International
Civil Aviation
Organization

Organisation
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Organización
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Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

When replying please quote:

Ref.: NT-N1-7 — **EMX0612**

28 July 2014

To: States, Territories and International Organizations

Subject: **Invitation — ICAO Workshop on Air Operator Certificate (AOC) Registration
Mexico City, Mexico, 17 to 19 September 2014**

Action

Required: Register participation by **5 September 2014**

Sir/Madam:

I have the honour to invite your Administration/Organization to participate in the ICAO Workshop on Air Operator Certificate (AOC) Registration to be convened at the ICAO NACC Regional Office, Mexico City, Mexico, from 17 to 19 September 2014, which will be kindly hosted by IATA.

The purpose of this event is to provide States and air operators with training on how to use the online ICAO AOC registry tool and inform on the background and benefits of this useful tool.

This workshop is addressed to Civil Aviation Authority (CAA) safety directors, air operator operations managers, Safety Management System personnel, and CAA and air operator personnel responsible for training programmes. The working languages of the workshop will be English and Spanish, and simultaneous interpretation will be provided if sufficient participants of both languages provide timely registration.

The Provisional Programme of the event is at **Attachment A**.

You are kindly requested to complete and return the Registration Form at **Attachment B** by e-mail for each participant by **5 September 2014**.

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The list of suggested hotels, ICAO NACC Regional Office location, hotel sector maps, as well as other useful information are available on the “*Visiting Our Office?*” Section of the ICAO NACC Regional Office website (http://www.icao.int/NACC/Pages/visitors_info.aspx).

All event presentations will be placed in the Meetings Section of the following web page: <http://www.icao.int/NACC/Pages/default.aspx> as they become available. Taking into consideration the availability of presentations in electronic format, no hard copies will be distributed during the event.

If you require any further information regarding the event, please contact Mr. Eduardo Chacin, Regional Officer, Flight Safety (echacin@icao.int) or Mrs. Leslie Gandara, Assistant, (lgandara@icao.int).

Accept, Sir/Madam, the assurances of my highest consideration.

A digital signature in black ink, overlaid on a blue circular stamp. The stamp contains the text "Firma Digital" on the left and "Digital Signature" on the right, with a central logo.

Loretta Martin
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:

A – Provisional Programme

B – Registration Form

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ATTACHMENT A / ADJUNTO A



International Civil Aviation Organization / Organización de Aviación Civil Internacional

ICAO Workshop on Air Operator Certificate (AOC) Registration

Taller de la OACI sobre el Registro del Certificado de Explotador de Servicios Aéreos (AOC)

Mexico City, Mexico, 17 to 19 September 2014

Ciudad de México, México, 17 al 19 de septiembre de 2014

PRELIMINARY PROGRAMME / PROGRAMA PRELIMINAR

DAY ONE / DÍA UNO 17 September 2014 / 17 de septiembre de 2014	
08:30 – 09:00	Registration / Registro
09:00 – 09:15	Opening Ceremony / Apertura ICAO/IATA
09:15 – 10:30	Airport Operator Certificate (AOC) Registration Introduction and ICAO Perspective / Introducción al registro del Certificado de Explotador de Servicios Aéreos (AOC) y perspectiva de la OACI
10:30 – 11:00	<i>Break / Receso</i>
11:00 – 12:30	Presentation on Key Issues / Presentación sobre asuntos principales
12:30 – 13:00	Discussion / Discusión
13:00 – 14:00	<i>Lunch / Almuerzo</i>
14:00 – 15:30	Key Benefits and Improvements with Online Registration / Principales beneficios y mejoras en el registro en línea
15:30 – 15:45	<i>Break / Receso</i>
15:45 – 17:00	Introduction to the AOC and OPS Specifications System – User application / Introducción al Sistema de especificaciones AOC y OPS – Aplicación del usuario

DAY TWO / DÍA DOS 18 September 2014 / 18 de septiembre de 2014	
09:00 – 09:45	IATA Regional Projects – China Impact / Proyectos regionales de IATA – Impacto en China
09:45 – 10:30	State and Airline Review – AOC Survey Results / Revisión de líneas aéreas y Estados – Resultados de la Encuesta AOC
10:30 – 11:00	<i>Break / Receso</i>
11:00 – 12:30	Introduction to the AOC and OPS Specifications System (continued from day 1) / Introducción al sistema de especificaciones AOC y OPS (continuación del día 1)
12:30 – 13:30	Testing on Access – Questions and Answers / Pruebas en Access – Preguntas y Respuestas
13:30 – 14:00	<i>Lunch / Almuerzo</i>
14:00 – 15:00	Real Data Entry Exercise / Ejercicio de ingreso de datos reales
15:00 – 15:30	Real Data Entry Exercise / Ejercicio de ingreso de datos reales

DAY THREE / DÍA TRES 19 September 2014 / 19 de septiembre de 2014	
09:00 – 09:45	Real Data Entry Exercise / Ejercicio de ingreso de datos reales
09:45 – 10:30	Real Data Entry Exercise / Ejercicio de ingreso de datos reales
10:30 – 11:00	<i>Break / Receso</i>
11:00 – 12:00	Real Data Entry Exercise / Ejercicio de ingreso de datos reales
12:00 – 12.30	Closing Session / Clausura



AOC

International Civil Aviation Organization
Organización de Aviación Civil Internacional
North American, Central American and Caribbean Office (NACC)
Oficina para Norteamérica, Centroamérica y Caribe (NACC)
ICAO Workshop on Air Operator Certificate (AOC) Registration
Taller de la OACI sobre el Registro del Certificado de Explotador de Servicios Aéreos (AOC)
Mexico City, Mexico, 17 to 19 September 2014 / Ciudad de México, México, 17 al 19 de septiembre de 2014

REGISTRATION FORM / FORMULARIO DE REGISTRO

1.	NAME NOMBRE	
2.	POSITION CARGO	
3.	ORGANIZATION ORGANIZACIÓN	
4.	COUNTRY PAÍS	
5.	TELEPHONE TELÉFONO	
6.	E-MAIL CORREO-E	

Please send this form to: / Por favor envíe este formulario a:

E-mail: icaonacc@icao.int

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